



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY

WASHINGTON, D.C. 20350-1000

SECNAVINST 2110.2J

AASN/DAD

27 January 1994

SECNAV INSTRUCTION 2110.2J

From: Secretary of the Navy

Subj: PREPARATION AND RELEASE OF SECRETARY OF THE NAVY GENERAL  
MESSAGES

Ref: (a) NWP-4  
(b) NTP 3(H)

1. Purpose. To revise the instructions for preparation and release of Secretary of the Navy (SECNAV) general messages.
2. Cancellation. SECNAV Instruction 2110.2H.
3. Background. A general message has wide standard distribution and is assigned an identifying title and serial number in a sequence which covers a calendar year. SECNAV general messages remain in effect for 90 days unless a specific cancellation date is included in the text or the cancellation date is extended by separate general message of the same series. Reference (a) contains information pertaining to worldwide distribution of general messages. Reference (b) provides guidance on format requirements for the preparation of general messages entered into Naval Telecommunications System facilities.
4. Scope. This instruction applies to ALNAV, ALNAVSTA, ALSTACON, ALSTAOUT and NAVACT messages.
5. Message preparation. In order to speed the processing of SECNAV general messages through the automated message processing system operated by the Pentagon Consolidated Telecommunications Center, SECNAV general messages will be chopped by the OPNAV Telecommunications Officer (N653), Pentagon, room 4A544 prior to signature. This will ensure the assignment of appropriate general message precedence and determine acceptability for computer processing. For general messages of an urgent nature, after normal working hours, such review will be made by the OPNAV Telecommunications Watch Officer, located in Pentagon, room 5A900.



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SECNAVINST 2110.2J  
27 JAN 1994

6. Message Release Authority

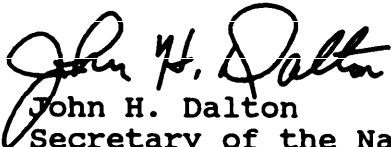
a. The following officials are authorized to release SECNAV general messages:

The Secretary of the Navy  
The Executive Assistant and Naval Aide to the Secretary of the Navy  
The Military Assistant and Marine Corps Aide to the Secretary of the Navy  
The Administrative Aide to the Secretary of the Navy  
The Administrative Officer to the Secretary of the Navy

b. When the following officials are the Acting Secretary of the Navy, they are authorized to release SECNAV general messages:

The Under Secretary of the Navy  
The General Counsel of the Navy  
The Assistant Secretary of the Navy (Research, Development and Acquisition)  
The Assistant Secretary of the Navy (Manpower and Reserve Affairs)  
The Assistant Secretary of the Navy (Financial Management)  
The Assistant Secretary of the Navy (Installations and Environment)

c. The Chief, Bureau of Medicine and Surgery, or his authorized representative, is authorized to release ALNAVs directing the suspension of defective medical material. Due to their emergency nature, they will be delivered directly to the OPNAV Telecommunications Officer for transmission.

  
John H. Dalton  
Secretary of the Navy

Distribution:

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SECNAVINST 2110.2J  
27 JAN 1994

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